Onslow County Public Library
Board of Trustees Meeting
November 18, 2014

Members Present: Kathleen Dillingham ,Lynn Duff, Amelia Dees-Killette, Brock Ridge, , Faye Waters, Deloris Wells, and Sandra Wood
Also Present: Estell Carter, Library Director

I. Call to Order

Brock Ridge, Board Chairman, called the November 18, 2014 meeting to order at 4:00 pm at Onslow County Public Library.

II. Approval of minutes

Amelia Dees-Killette made a motion to approve the September 9, 2014 minutes. Kathleen Dillingham seconded. The minutes were accepted for approval.

III. Director's Report

1. Statistical report shows that key Activities at all Library branches have increased across the board.
2. North Carolina Public Library Director's Association (NCPLDA) will recognize Onslow County Public Library in two areas: best newly constructed facility for medium sized library system and for the e-resource card program. These awards will be presented in December.
3. The facelift at Main Library is complete. The improvements in the main meeting room and painting throughout the facility have made a significance difference.
4. Interviews were held for the vacant Assistant Director position. Benjamin Blanks will fill this position in December if all goes as planned.
5. Trunk or Treat, sponsored by the Swansboro branch library was held at Hammocks Beach State Park. The event was attended by approximately 2,000 people.
6. A member of the NCLIVE staff visited the Main Library on October 21 to talk with patrons about how they felt about the overall content and functionality of NCLIVE. Participating patrons were offered a stipend for their opinions and assistance.
7. The Youth Services staff, in partnership with Onslow County Schools, sponsored a Star Wars Reads event. Over 200 people were in attendance.
8. The literacy tablets that were purchased using the Library Services and Technology Act grant funds have arrived. These will be in use in all branches by January 2015. Thanks to Friends of the Library at the Sneads Ferry, Swansboro, and Jacksonville branches for providing matching funds. The Friends groups provided a 25% match. *Richlands Branch doesn't have a Friends group. Names were generated of people in the Richlands area that we will recruit to start a Friends of the Library Group for the Richlands branch.
9. Sneads Ferry Friends of the Library member, Donn Fasbender was awarded the Frannie Ashburn Volunteer of the Year Award by Friends of North Carolina Public Libraries-Southeast Region.

IV. Board Development

a. None

V. Old Business

a. NCPLDA Legislative request update
   - A resolution was sent to the Board of Commissioners seeking support to restore state aid funding. This is supported by the Commissioners. This will be sent to North Carolina Association of County Commissioners.
   - Thirty other counties also sent resolutions to their Board of Commissioners.
   - There has been a 2% cut each year over the last two years. These cuts hurt collections because that where money is used.

b. Board of Trustee workshop
   - Mollie Westmoreland, a consultant for the State Library, will present a workshop for the Board of Trustees. We agreed on having this at our March 10th meeting. If this date is acceptable with Westmoreland we will meet at 3:00 on this date.
   - The workshop will take at least 2 ½ hours.

VI. New Business

a. Record Retention Schedule
   - The State has a record retention schedule for libraries. This governs the retention and disposition of public records. When this is revised, it goes to the County Commissioners for approval. This approval is signed by the Chairman of the Library Board of Trustees. Faye Waters motioned that we accept the Library Records Retention and Disposition Schedule. Kathleen Dillingham seconded the motion. All approved to accept the Library Records Retention and Disposition Schedule with the Chairman's signature.

b. Revised Fact Sheet
   - Director Carter shared sheet containing general information about library use for 2013-2014. This is also posted on the website.

c. Trustees Vacancies – June 30, 2015
   - Four Trustees have terms expiring in June: Kathleen Dillingham, Brian Jackson, Faye Waters, and Sandra Wood.

d. Debt Write Off
   - Once permission is obtained from the County Commissioner, the Library will proceed to purge uncollectable debt. The total number of patron accounts for 2003-2004 is 1,584. The total value of the patron accounts is $33,038.71. Monies cannot be collected after a ten year period.

e. Day in the District
   - Day in the District is a statewide initiative to build relationships with federal and state legislators as well as local officials by inviting them to the library. Director Carter will proceed with the planning of this day in

January/February. Day in the District will culminate with Library Legislative Day on Wednesday, February 25, 2015.

VII. Library Facility Updates

a. Main Library update
   - The deadline for plans to be in place for a new Main library will not be met.
   - The city has interest in this property. A bike trail is already on property.
   - Talk needs to continue in reference to a new Main Library.

b. Sneads Ferry update
   - There are drainage issues. Lisa Whitman is working with Lowes Heroes project to help ease issues. Landscaping is in progress.

IX. Additional Information

a. Next meeting on January 13, 2015 at 4:00 p.m. at Main Library.

b. Faye Waters attended a Book Talk sponsored by Swansboro Historical Society. Amelia Dees-Killette was the presenter. Amelia is willing to present this at Main Library.

X. Adjournment

Faye Waters motioned to adjourn the meeting. Sandra Wood seconded the motion. The meeting was adjourned.

Approved by the Onslow County Public Library Board of Trustees
March 10, 2015

Rachel Waldron 4/23/18

Rachel Waldron, Secretary Date